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## ADMINISTRATIVE PROCEDURE 361 INDIVIDUAL STUDENT ASSESSMENT

### Background

The Division believes in the importance and value of individual student assessment and supports the administration of standardized tests to students provided that the use and interpretation of these tests is educationally sound and developmentally appropriate for each student and that the results are used for the development of programs suitable to the student or for appropriate placement of students in established programs.

### Procedures

1. Psycho-educational tests will be administered when the information provided by such tests is necessary to provide assistance to schools in developing programs to meet the needs of an individual student, and after schools have attempted to provide for an individual student using school-based expertise and personnel.
  - 1.1 Psycho-educational tests shall be administered when the information provided by such tests is necessary to the school to assist in determining:
    - 1.1.1 The development of Individualized Program Plans as identified in Administrative Procedure 215 - Inclusive Education.
    - 1.1.2 Any additional resources required by a student as outlined in the procedures in Administrative Procedure 215 - Inclusive Education.
    - 1.1.3 The placement of a student in a school offering a required program as provided in Administrative Procedure 215 - Inclusive Education and Administrative Procedure 301 - Tuition Agreements and Fees.
    - 1.1.4 The appropriateness of any application under the Student Evaluation Regulation (AR 169/98) for special provision or directives.
  - 1.2 The student record shall contain all information that may affect the decisions made about the education of a student, including:
    - 1.2.1 The results obtained by the student on any:
      - 1.2.1.1 Diagnostic test, achievement test and diploma examination conducted by or on behalf of the Province; and

- 1.2.1.2 Standardized tests under any testing program administered by the Division to all or a large portion of the students or to a specific grade level of students.
- 1.2.2 The results of any application under the Student Evaluation Regulation (AR 169/98) for special provisions or directives.
- 1.2.3 Information gained from any individually-administered formal intellectual, behavioral or emotional assessment or evaluation of the student provided by the Division including:
  - 1.2.3.1 The name of any individually-administered intellectual, behavioral or emotional assessment or evaluation of the student;
  - 1.2.3.2 The summary of the results of the assessment or evaluation;
  - 1.2.3.3 The date of the assessment or evaluation;
  - 1.2.3.4 The name of the person who conducted the assessment or evaluation;
  - 1.2.3.5 Any interpretive report relating to the student; and
  - 1.2.3.6 Any action taken, such as program planning, as a result of the assessment or evaluation.
- 1.2.4. Any assessment or evaluation referred to in clause 1.2.3.1 or any interpretive report referred to in clause 1.2.3.2 that the parent of the student or the student wishes to be placed on the student record.
- 1.3 A student record may be reviewed pursuant to Section 23(2) of the School Act by:
  - 1.3.1 The student;
  - 1.3.2 The student's parent, except where the student is an independent student;
  - 1.3.3 A person who has access to the student under a separation agreement or an order of the court.
- 1.4 Where a student record contains:
  - 1.4.1 A test, a test result or an evaluation of a student that is given by a person who has a recognized expertise or training in respect of that test or evaluation; or
  - 1.4.2. Information relating to a test, test result or evaluation referred to in clause 1.4.1;

the individuals referred to in procedure 1.3 are entitled:

- 1.4.2.1 To view that test, test result, evaluation or information; and
  - 1.4.2.2 To receive from a person who is competent to explain and interpret it an explanation and interpretation of the test, test result, evaluation or information.
- 1.5 If the person identified under procedure 1.3 requests the aid of a person identified under procedure 1.4.2.2, the school shall ensure that a person competent to explain and interpret the test, test result, evaluation or information is available to explain that test, test result, evaluation or information.
- 1.6 The Principal may refuse to disclose information about the student if, in the opinion of a physician, a chartered psychologist or a psychiatrist or any other appropriate expert depending on the circumstances of the case, the disclosure could reasonably be expected to result in immediate and grave harm to the student's health or safety.
- 1.7 The Principal may refuse to disclose information about the student if the disclosure could reasonably be expected to:
- 1.7.1 Threaten anyone else's safety or mental or physical health; or
  - 1.7.2 Interfere with public safety.
- 1.8 When a Principal refuses to disclose information contained in a student record under procedures 1.6 and 1.7 a person who may review the student record under Section 23(2) of the School Act as identified in procedure 1.3 may:
- 1.8.1 Appeal to the Superintendent the decision of the Principal respecting access to the student record within a reasonable time from the date that the parent or the student was informed of the decision;
  - 1.8.2 Ask the Information and Privacy Commissioner to review the decision of the Superintendent regarding any decision, act or failure to act of the Principal that relates to the request for access to a record. Any decision made by the Commissioner is final.
2. Referrals for psycho-educational and other necessary assessment of a child will be made by the classroom teacher, in consultation with the classroom support teacher to the Principal.
- 2.1 Schools shall develop policy to identify:
    - 2.1.1 The sequence of steps to be taken when a referral for psycho-educational assessment is made;
    - 2.1.2 The background information about the student that is required;

- 2.1.3 The personnel that are to carry out the assessment (i.e., divisional or non-divisional); and
    - 2.1.4 The budgeting of school funds for assessments carried out by non-divisional personnel.
  - 2.2 Referrals for psycho-educational assessment will be submitted using Form 361-01 – Student Educational Referral Request Form. Referrals for educational re-assessment will be submitted using Form 361-02 – Student Educational Re-assessment Request Form.
  - 2.3 All referrals must be signed by the parent or guardian after approval for testing has been obtained from the Supervisor – Learning Services.
  - 2.4 Approval and financing for psycho-educational or other assessment to be administered by personnel other than staff members of the Grande Yellowhead Public School Division shall be the responsibility of the school in accordance with school policy.
  - 2.5 In the event that the Principal decides to employ personnel, other than Grande Yellowhead personnel in accordance with their school policy, the Principal shall have the responsibility for accessing and reimbursing the qualified personnel doing any such psycho-educational or other assessments.
3. Other diagnostic tests may be administered to individual students by school-based personnel for the purpose of securing information which will assist in developing an appropriate program for that student.
  - 3.1 Information gained from any standardized or diagnostic tests administered to individual students shall be kept in the student file in accordance with procedure 1.2.
4. The purpose of administering any standardized or diagnostic test is to improve program delivery and to enhance program planning. A diagnostic emphasis shall be the focus used when interpreting test results for program planning.
  - 4.1 Staffs will work collaboratively to understand results of standardized and diagnostic tests and to make program changes to reflect the results.

Reference: Section 12, 18, 20, 23, 39, 60, 61, 113 School Act  
Freedom of Information and Protection of Privacy Act  
Student Record Regulation 71/99  
Student Evaluation Regulation 169/98  
Student Evaluation Policy 2.1.2

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